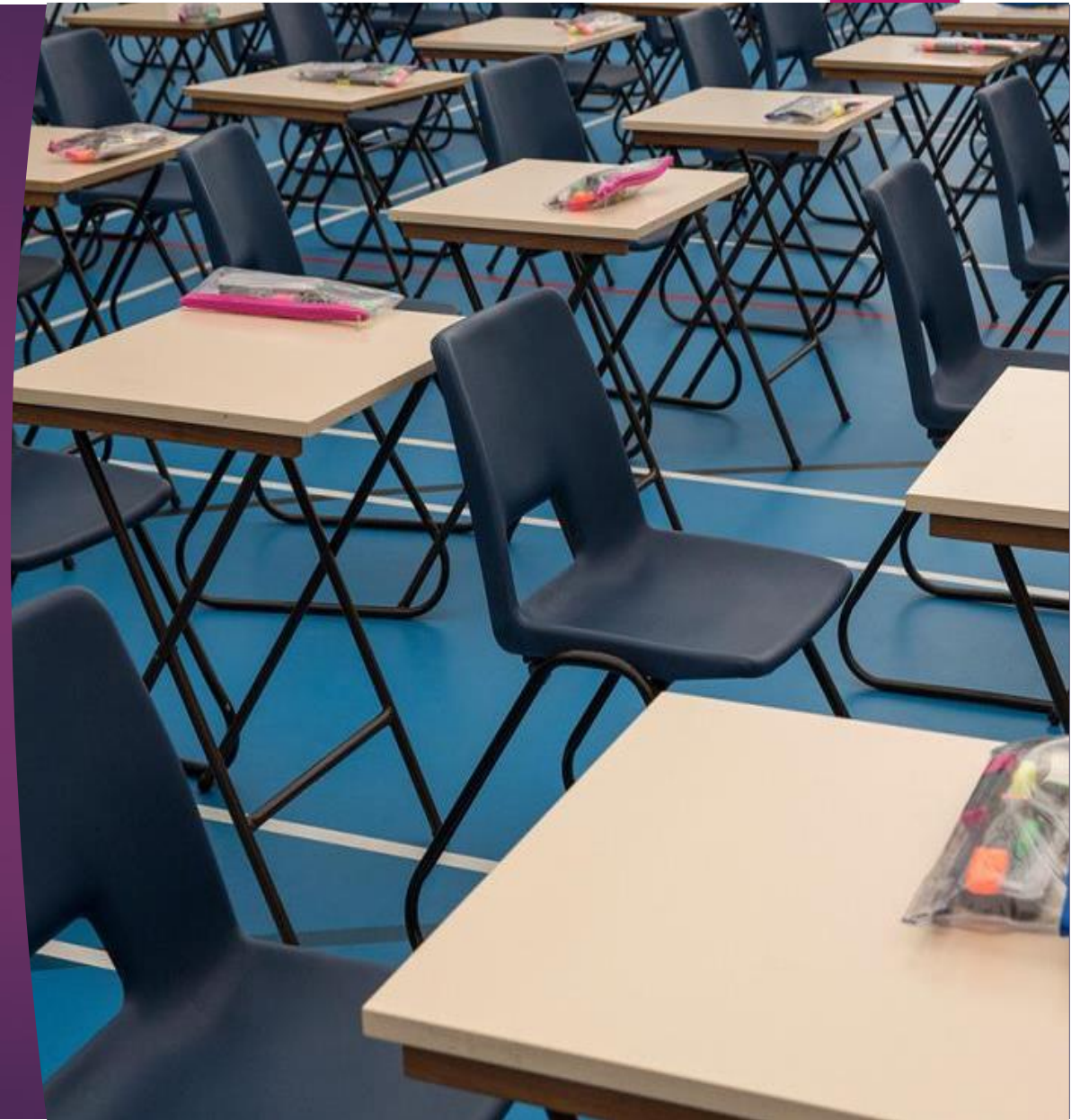




Exams Guides and JCQ Regulations

AGENDA

- 1 Preparation and Well-being
- 2 Exam Day Procedures
- 3 Prohibited Items in Exams
- 4 Social Media and Academic Integrity
- 5 Conduct During Exams
- 6 Malpractice: Definition and Examples
- 7 Results & appeals



PREPARATION AND WELL-BEING

STRATEGIES FOR SUCCESS IN EXAMINATION ENVIRONMENTS

Importance of revision

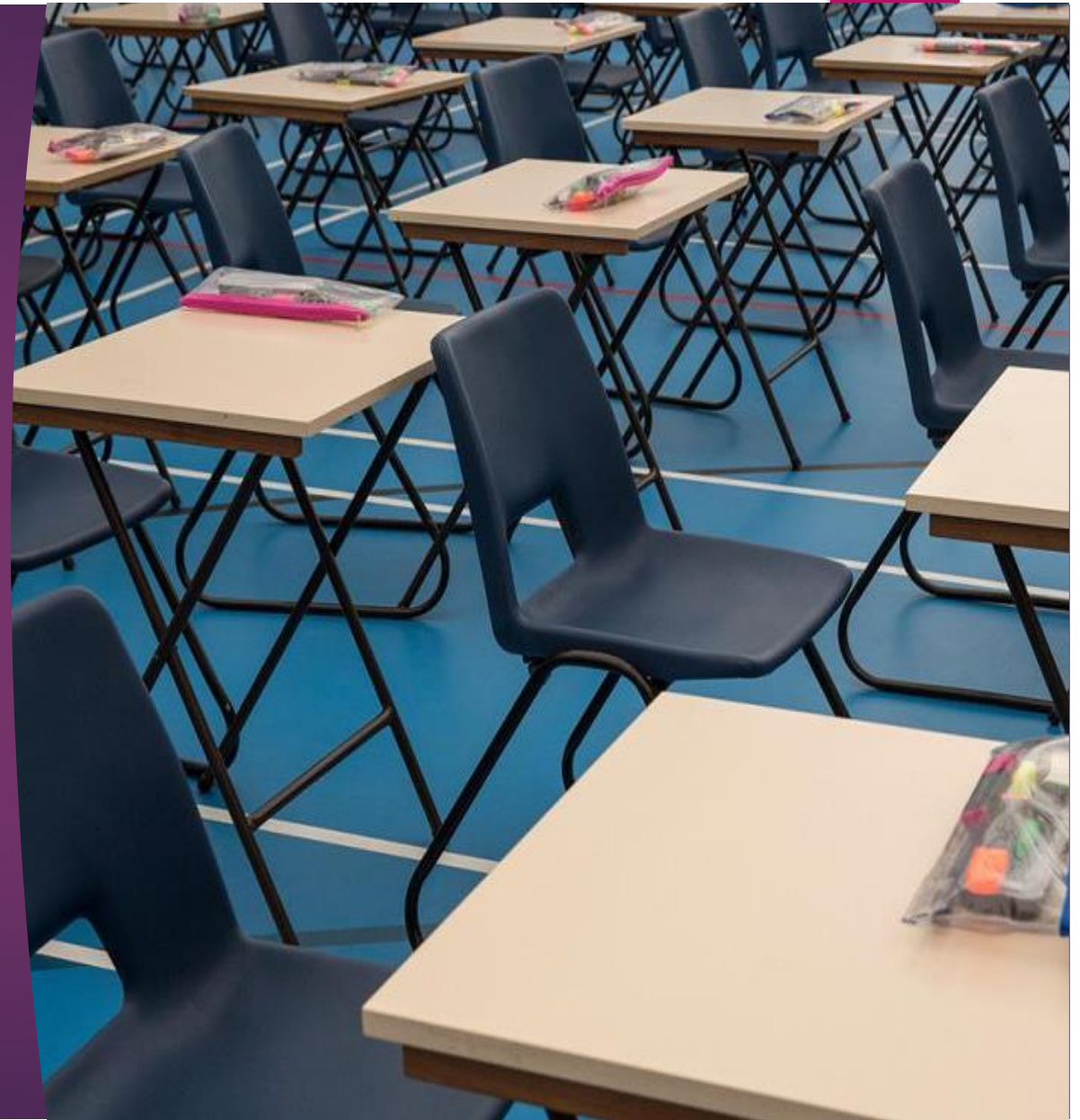
Regular and structured revision is critical in reinforcing knowledge, ensuring retention, and enhancing performance during exams. Developing an effective study plan prioritizes subjects based on individual strength and weaknesses, ensuring comprehensive preparation

Health tips for exam success

Maintaining physical and mental health during the exam period is essential. Health tips such as proper nutrition, sleep hygiene, and hydration significantly impact cognitive performance and overall well-being leading up to exam

Managing stress and anxiety

Effective stress management strategies, including mindfulness, relaxation techniques, and physical activity, are vital for mitigating exam-related anxiety. These strategies can greatly enhance focus, performance, and emotional resilience during the testing period



Exams Day Procedures

Navigating the Examination Environment Effectively

Arrival and registration

Registration and arriving on time for a school exam are crucial for setting a positive tone for the day and ensuring success. It also ensures that attendance is properly recorded, so there are no misunderstandings or complications later. Arriving on time for an exam is equally important, as it helps reduce stress and allows students to settle in and focus.

Exam room etiquette

At the end of the exam, you must remain in complete silence until you have left the exam room, people in the room may still be working and deserve to work in silence.

Extra time: if students with extra time choose to not use their extra time, you will need to sign a declaration form. If you choose to use your extra time you will have to stay for the whole time and cannot leave till your extra time has finished.

Day before exam/what to bring

Check your timetable the night before and prepare your bag with the appropriate equipment. Know the start time, your room, row and seat number - they are not the same for every exam. You are responsible for providing your own equipment: black pens, pencil, ruler, rubber, calculator without lid . Pencil cases must be clear and see-through - use a clear plastic bag if needed

Prohibited Items in Exams

Understanding What to Avoid in Examination settings

List of Prohibited devices

Mobile phones, fit bits, air pods, smartwatches, internet enabled calculators or any other web-enabled devices, as well as any type of watches are not allowed in exams. All devices must be switched off and left in your bag. They must not be brought into an exam room. You risk disqualification from your paper/subject even if you have no intention of using them

Importance of device management

Proper management of personal devices is essential to ensure compliance with exam regulations. Student must effectively prepare by knowing what items are permissible and taking proactive steps to prevent accidental violations during exam day.

Summer 2024 exams more than 5000 malpractice cases were reported. Over 40% were mobile phones.



Social Media and Academic Integrity

Navigating the Digital Landscape Responsibly

Risks of sharing exam content

Sharing Photos or details of exam content on social media can lead to serious academic repercussions. These actions can result in severe consequences for those involved

Plagiarism and its consequences

Plagiarism remains one of the most common forms of academic misconduct, and the repercussions can be equally severe, including failure of the assignment of course.

Guidelines for responsible use

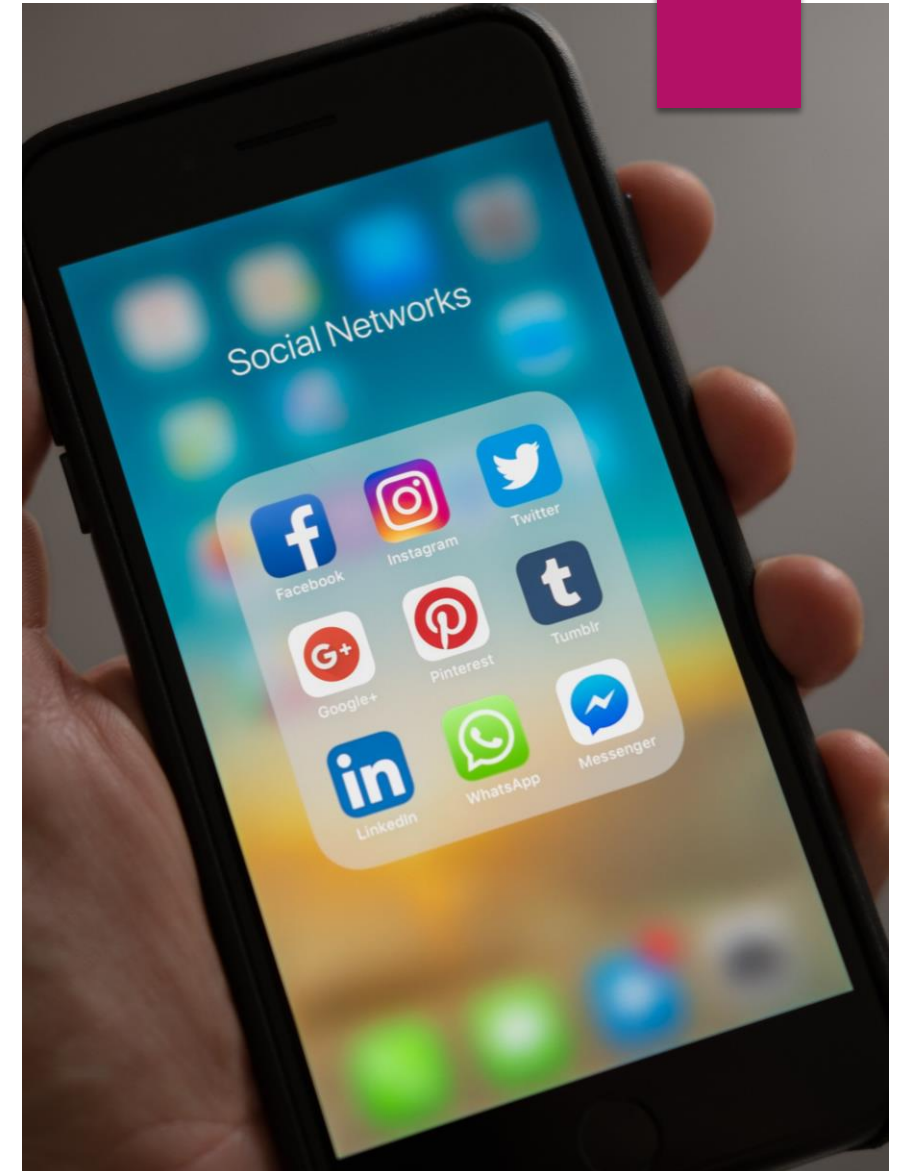
Establishing clear guidelines for responsible usage of social media encourages students to think critically about the content they share. Promoting respectful online behavior supports academic integrity and fosters a supportive education environment.

Things not to do on social media:

Buy/ask for/share exam or assessment content

Pass on rumours of what's in exams or assessments

Share your work



Conduct During Exams

Ensuring Integrity and Focus

Communication rules

During exams, any form of communication with others, including gestures or whisper, is strictly prohibited to prevent cheating, it is important to cultivate an atmosphere of concentration by refraining from any dialogue during the testing period

Silence and focus

A quiet examination environment enhances concentration, facilitating better performance and reducing anxiety. By committing to silence, students help establish a respectful and productive atmosphere that benefits everyone

Consequences of misconduct

Misconduct during exams can lead to harsh penalties, including failure on the exams can lead to harsh penalties, including failure on the exam or full course failure. Understanding these repercussions reinforces the importance of adhering to the conduct expected during examinations.

Malpractice: Definition and Examples

Understanding Integrity in Academia

What Constitutes malpractice

Malpractice encompasses a range of unethical behaviours such as cheating, plagiarism, and unauthorized collaboration on assignments or exams. Understanding these definitions is critical for fostering a culture of integrity.

Common malpractice cases

Frequent examples of academic malpractice include submitting someone else's work as one's own or using unauthorized materials during assessments. Learning about these examples helps students recognize the behaviours that undermine their education

Reporting procedures

Institutions often have specific procedures in place for reporting suspected cases of malpractice. Being aware of these procedures empowers students to act responsibly and uphold the principles of academic integrity within the academic community

Policies and Procedures

- [Child Protection and Safeguarding Policy](#)
- [Complaints Policy 2024 - Exams](#)
- [Data Protection](#)
- [Whistleblowing Policy](#)
- [Conflicts of Interest Policy 2024 - Exams](#)
- [Equalities Policy 2024 - Exams](#)
- [Internal Appeals Procedure 2024 - Exams](#)
- [Malpractice Policy - Exams](#)
- [Non-Examination Assessment Policy 2024 - Exams](#)
- [Word Processor Policy 2024 - Exams](#)
- [Access Arrangements Policy 2024 - Exams](#)
- [Identify Candidates Policy 2024 - Exams](#)
- [Special Consideration Policy 2024 - Exams](#)
- [Emergency Evacuation Policy 2024 - Exams](#)

Results Day

A-Level results day is on 14th August and GCSE results day is on 15th August

[Results Guidance Student-Parent July 2024](#)



Results & appeals